

## **POSITION: PEDIATRIC NURSE CONSULTANT FOR LOCAL PROGRAM MONITORING**

This is a part time contracted position (two positions) requiring a professional pediatric nurse consultant to conduct at least two types of professional program review. One is to participate with a team to perform the Accreditation Reviews of the local health departments re: Children's Special Health Care Services (CSHCS) Minimum Program Requirements (MPR). The other is to participate with a team to perform site reviews of the Children's Multi-disciplinary Services (CMS) clinics to determine compliance with the contractual agreements. This position reviews documentation, completes required reports, reviews plans of correction and conducts follow-up activities according to required time frames. This position provides verbal and/or written recommendations for program improvement of CSHCS/LHD services, CMS Clinic Services and/or site/accreditation reviews. Attends (as requested) staff meetings via conference calls, nurse reviewer meetings as scheduled, review-team trainings and other activities as required.

### **ESSENTIAL FUNCTIONS:**

1. Applies review tools during the site review
2. Completes required travel (could be anywhere in the state) for site review
3. Objective evaluation of local programs
4. Provides reporting on results of site review in collaboration with team
5. Contributes toward development of corrective action plans

### **JOB QUALIFICATIONS:**

- (a) Bachelor's Degree in Nursing at a minimum
- (b) Experience working with families and others for pediatric needs
- (c) Current knowledge of CSHCS policies and procedures
- (d) Current knowledge of LHD practices

### **JOB PREREQUISITES:**

1. Requires ability to communicate effectively
2. Excellent written and verbal skills
3. Sensitivity and appropriate approach to the dynamics/discomforts of being evaluated
4. Electronic experience such as developing and using spreadsheets
5. Able to work independently
6. Able to work as part of a team

### **ADDITIONAL RESPONSIBILITIES:**

Maintaining records, reports, and meeting deadlines

### **EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Nursing with pediatric experience  
Experience working with families of children with special needs  
Some experience evaluating the work of programs or peers

